

Medina Independent School District

Innovative district reduces forms processing time by as much as 80%, redirects savings to education programs

Organization Profile

Medina Independent School District (ISD) is a small district doing big things with technology. The district's three buildings—an administrative office, an elementary school, and a secondary school for grades 7 to 12—reside on a single network. Every classroom has Internet access, and many teachers incorporate technology into everyday learning. Medina ISD has also automated forms processing, enabling teachers and other staff to electronically complete, digitally sign, and submit administrative forms. Supporting the district's move to electronic document processes are Adobe Acrobat software and Adobe Portable Document Format (PDF).

"It doesn't make sense to continue using paper to support costly administrative processes," says Randy Moczygemba, superintendent of Medina ISD and the primary driver of the district's adoption of Adobe Document Services. "It's more important for us to focus our resources on books, teacher training, and other areas. With Adobe Acrobat and Adobe PDF, we can redirect staff time from routine administrative tasks to activities that improve our teaching environment."

Challenges Faced

- Enhance the learning environment while dealing with decreased budgets
- Automate completion and processing of more than 200 administrative forms
- Speed approval and scheduling of teacher requests for transportation and general building maintenance
- Provide students and parents with fast, efficient access to school information

Completing forms is integral to initiating many activities that support learning and administration in Medina ISD. Requests for buses for field trips, repairs to broken windows, teacher evaluations, lesson plans, and time off requests—the list of tasks that require forms is extensive. In fact, the district has more than 200 different forms to accommodate requests from teachers, staff, and students.

"With so many forms and limited staff, delays are unavoidable when dealing with paper," says Moczygemba. For example, it could take up to five days to process a teacher's request for a bus for a field trip. Because the district requires teachers to request transportation at least five days in advance, it was possible that a bus might not have been scheduled by the day of a trip.

Like other paper-based processes at the district, many factors slowed the handling of transportation requests. Sometimes the handwritten information was illegible. Other times, forms awaiting approval might sit for days in a principal's or another administrator's mailbox if trainings were scheduled. Add to this the inefficiencies of physically routing materials across locations, and it becomes clear why fulfilling even simple requests could take days.

Equally challenging for the district was distributing information to students and their parents. Student handbooks, activity schedules, and other materials need to be readily accessible. "We spend thousands of dollars a year copying and distributing policy and activity information to the public," says Moczygemba. "Our goal was to improve access to information while reducing our administrative costs."

MEDINA INDEPENDENT SCHOOL DISTRICT (ISD)

- A rural district serving 350 students in grades K–12 in southwestern Texas
- Size: 75 employees, including teachers, staff, and administrators
- Location: Medina, Texas
www.medinaisd.org



INDUSTRY

Education

SOLUTION

- Process Management
- Collaboration

PRODUCTS USED

- Adobe® Acrobat®
- Adobe Reader®

Medina Independent School District is using Adobe Acrobat and Adobe PDF to automate the completion and processing of more than 200 administrative forms. The district is also converting materials such as student handbooks, teacher lesson plans, and sporting event schedules to Adobe PDF files for posting online.

Success Strategy

Medina ISD is using Adobe Acrobat software and Adobe PDF to automate the completion and processing of more than 200 administrative forms. In addition, the district is converting materials such as student handbooks, teacher lesson plans, and sporting event schedules to Adobe PDF files for posting online.

“We wanted a solution that staff, students, and parents could use easily,” says Moczygemba. “Acrobat and Adobe PDF were ideally suited to our needs.” The district can deliver information and materials online in platform- and application-independent Adobe PDF files that can be opened using free Adobe Reader software. At the same time, Moczygemba has converted district administrative forms from Microsoft Word and from paper to Adobe PDF files and placed them on a centralized server. Using Acrobat software, staff can complete forms electronically and automatically e-mail them to the appropriate reviewer simply by clicking a submit button on each form.

Because many of the forms require sign-off, the district uses the built-in Acrobat support for digital signatures. For example, an administrator approving a purchase request form from a teacher to place his signature, which is stored on his computer, in the signature field on an Adobe PDF form.

Results

The return on the district’s automated forms processes has been impressive. “Within a month, the Adobe solution paid for itself by reducing our administrative costs,” says Moczygemba. For instance, forms that could take a week or longer to complete and approve can now be handled electronically in hours. Eliminated are delays associated with manually routing materials, as well as problems deciphering illegible handwriting on forms. In addition, the information on the Adobe PDF forms is more accurate, thanks to form features that automatically handle calculations and ensure that staff enter the right type of information.

At the same time, online availability of school information has not only improved student and parent access to materials but has also reduced the district’s document printing and delivery costs by thousands of dollars annually. Parents can access school handbooks, event schedules, and other materials online in Adobe PDF. Many teachers place lesson plans online, enabling parents to check what their child’s homework assignments are on any night. “This helps eliminate barriers between parents and teachers and even between students and teachers,” explains Moczygemba.

The advantages of the automated processes are realized at all levels. Maintenance requests are handled faster and more efficiently, and teachers can view an online repair schedule to check the status of their request. “The response has been overwhelmingly positive,” says Moczygemba. “Acrobat and Adobe PDF enabled us to reduce the administrative work of staff by hours each week, freeing time and resources to devote to what we do best—educating students.”

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Randy Moczygemba,
Superintendent,
Medina Independent School District

RESULTS

- Achieved full return on investment (ROI) in less than one month
- Accelerated processing of administrative forms by as much as 80%
- Reduced the costs of printing and distributing district information by thousands of dollars annually
- Improved public access to information without requiring students and parents to invest in additional technologies
- Enhanced teaching and learning environment

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